

**COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION**

12700 NORWALK BOULEVARD  
NORWALK, CA 90651-1030

(562) 929-5744 Voice      (562) 929-5584 Fax

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**TENTATIVE PARCEL AND TENTATIVE TRACT MAP  
SUBMITTAL REQUIREMENTS**

**1. INTRODUCTION**

In order to provide the Community Development Department and the Planning Commission with an accurate and detailed description of your proposed project, the information listed below will be required upon submittal of your Tentative Tract/Parcel Map application. Since all projects are unique, additional information may be deemed necessary depending on the project's location, size, complexity, and surrounding environment. If you should have any questions regarding the applicability of any of these minimum submittal requirements or if additional information will be required for your particular project, contact the Planning Division at (562) 929-5744 for clarification.

**2. REQUIRED SUBMITTAL INFORMATION**

- A.** A completed and signed *General Planning Application*
- B.** The *Tentative Parcel Map/Tentative Tract Application Fee* (See Fee Schedule)
- C.** A completed and signed *Discretionary Planning Project Categorization Checklist*
- D.** A completed and signed *Party Disclosure Form*
- E.** A completed and signed *Environmental Information Form*
- F. Public Hearing Information:**

1) Provide a property ownership list (as taken from the latest Los Angeles County Equalized Tax Roll List) of all the legal property owners within three hundred feet (300') of the exterior boundaries (property lines) of the subject property/properties involved in this Lot Division (see format in attached example). A minimum of two (2) sets of typed, gummed, mailing labels on 8-1/2" x 11" sheets must be provided. On each gummed mailing label, type the assessor's parcel number, legal property owner's name, address, city, state and zip code (in that order). The latest Los Angeles County Equalized Tax Roll List may be obtained at 1401 Willow Street, Signal Hill, CA (Telephone No. (562) 256-1701). A title company can also prepare this information if you are unfamiliar with preparing public hearing notice information.

2) Provide a list of all mineral rights (including oil) and owners who have recorded the proper notice of intent to preserve the mineral right in accordance with Section 883.230 of the State of California Civil Code.

3) Provide a copy of each of the latest Los Angeles County Equalized Tax Roll List from which each legal property owner's name and address was derived. In addition, highlight each property owner that will be noticed from each page.

4) Provide a scaled radius map drawn on each assessor's parcel map book page that delineates all of the properties that have been identified within three hundred feet (300') of the subject property/properties that are a part of this Lot Division application (see attached example).

**G.** Two (2) copies of the ***Title Report*** of the subject property/properties involved with the Lot Division Application.

**H.** A completed ***Project Narrative Questionnaire*** signed by the project developer/sponsor (see attached form).

**I.** A conceptual ***Site Plan*** that is fully scaled and dimensioned illustrating the following information on each new lot created by the proposed subdivision:

- 1) All property lines and lot dimensions.
- 2) All proposed and existing on-site building and structures.
- 3) All building setbacks from the front, side and rear property lines.
- 4) The square footage of each proposed on-site building. If an existing is to remain on a subdivided lot, specify its total gross square footage.
- 5) The location of all existing/proposed landscape planters, parking stalls and walls/fences (including their height(s)).
- 6) All conceptual and/or existing vehicular curb cuts (driveway aprons) to the property from the adjacent public right-of-way(s).
- 7) Illustrate and dimension all conceptual on-site vehicular-drive aisles and show the internal, vehicular circulation pattern.
- 8) Provide a footprint of the adjacent buildings and structures located on the properties that are immediately contiguous to the proposed development, including those properties located immediately across the street.
- 9) Illustrate all existing and/or proposed street striping, street medians, street widths and driveway approaches located within one hundred and fifty feet (150') of the subject property. The scale of this map may not be less than 1"=100".
- 10) If the subdivision involves more than one acre, illustrate/identify how compliance with the National Pollution Discharge Elimination System (NPDES) requirements will be accomplished.

**J.** A fully scaled and dimensioned ***Tentative Tract or Parcel Map*** that includes the following information:

- 1) The name of the project applicant on each plan sheet.
- 2) All plans shall be drawn on uniform sheets that are a minimum of 18" x 26", but not greater than 30" x 42" in size.
- 3) Specify the scale used on each plan sheet.
- 4) Specify the Tentative Tract/Parcel Map number on each plan sheet.
- 5) All submitted plans must be clear, legible and accurately scaled.
- 6) All plans shall contain a north arrow, preferably oriented at the top of the sheet, and a legend identifying all key symbols.

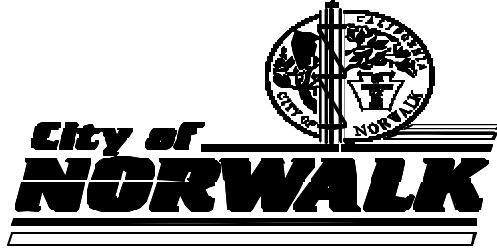
- 7) Provide a list of the utility/service providers (with their respective phone numbers and contacts) who will serve the lots created by the subdivision.
- 8) The name, address and phone number of the property owner, sub-divider and engineer/surveyor of record. Include the license number and expiration date of the registered engineer/surveyor preparing the map on each set of plans submitted.
- 9) A vicinity map of the project location that identifies the nearest major cross streets.
- 10) Provide a density calculation for all new subdivisions within a residential zone.
- 11) Identify the proposed lot dimensions, lot area and parcel number for each lot created by the subdivision.
- 12) Illustrate all existing and proposed improvements for each lot created by the subdivision.
- 13) Specify the pad elevation for each new lot created by the subdivision.
- 14) Specify the pad elevation(s) of the properties located immediately contiguous to the proposed subdivision.
- 15) Illustrate the grading contour intervals every two feet (2') apart for the proposed lots within the subdivision. Include the grading elevations within these intervals.
- 16) Illustrate the location, width and length of all street dedications. Show all proposed and existing property lines.
- 17) Show all street right-of-way dimensions, centerline radii, tangent lengths, distances to adjoining streets and typical street cross sections.
- 18) Illustrate all new and/or existing on-site easements within the subdivision. Specify the width and purpose of each easement and who is the existing/proposed easement holder.
- 19) Illustrate the proposed (on-site) grading and drainage patterns within the subdivision in addition to one hundred feet (100') beyond the project site boundaries (not required if shown on a separate, conceptual grading plan).
- 20) Identify the rise and run of all slopes over two feet (2') in height from finished grade.
- 21) Identify all existing on-site buildings/structures that are to remain or be demolished as part of the subdivision.
- 22) Show the location of all on-site trees over three inches (3') in diameter (if any). Specify if the tree(s) are to be preserved in place, relocated or removed as part of the subdivision and development of the property.
- 23) Illustrate all existing and/or proposed wells, septic systems, storm drains, drainage culverts etc. within the subdivision.
- 24) Each proposed lot must be numbered and all streets labeled as lettered lots. Parcels not part of the subdivision must be labeled "N.A.P" (Not a Part).
- 25) The source, quantity and pressure of the water supply for the subdivision.
- 26) All existing and/or proposed sewer lines and the method of sewage disposal.
- 27) The direction of all on-site sheet flow with arrows.
- 28) The location of all existing above ground utility poles (if any). Will they be retained or removed as part of the proposed subdivision and development of the property?
- 29) The location of all existing and/or proposed fire hydrants.

**K.** Provide *Thirty (30) Sets of Plans* that incorporate all of the applicable information stated above.

**L.** Los Angeles County Fire Department's *Initial Plan Check* submittal requirements:

- 1) A vicinity map showing the subject property with distance (in feet) from the nearest cross street.
- 2) Type of construction (as identified in the Uniform Building Code).
- 3) Occupancy code classification (as identified in the Uniform Building Code).
- 4) Specify the square footage for each floor of the building and the total number of floors.





**TENTATIVE PARCEL/TENTATIVE TRACT MAP NARRATIVE QUESTIONNAIRE**

*Please complete the entire application with detailed responses. Please include additional sheets to answer each question, if necessary. All answers must be typed or neatly printed.*

1. Discuss the reasons why the proposed subdivision is being requested and what the intended use/development on the property will be (if approved).

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2. What is the current use of the property?

Vacant

Other \_\_\_\_\_

3. What is the existing gross square footage of the lot being subdivided?

\_\_\_\_\_ square feet

4. List the number, species and size of all trees over three inches (3”) in diameter (when measured 2’ – 6” above the ground) that are to remain and/or be removed from the property as part of the subdivision and development of the property. In addition, include a locator map of the property showing the location of each tree identified below.

Tree No.	Common Name or Species of Tree	Tree Diameter	Approximate Height	Specify if tree is to remain, be removed or relocated?

5. Identify the location and purpose of all required street dedications, In addition, specify the length and width of all street dedications.

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6. Are private streets proposed as part of this subdivision? No Yes  
If yes, identify the streets involved and how they will be maintained?

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7. For residential subdivisions, calculate the maximum allowable density for the property to demonstrate that the number of lots created by the subdivision will not exceed the City’s General Plan density limit for the zoning classification of the property. Follow the formula below to determine how many units may be allowed for the subject property. All density calculations are to be rounded down to the nearest whole number.

Size of the lot (in sq. ft.) **divided by** 43,560 sq. ft. (1 acre) **multiplied by** the number of units per acre **equals** number of allowable units

$$\frac{\text{size of lot}}{\text{size of lot}} \text{ divided by } 43,560 \text{ sq. ft.} = \frac{\text{acres}}{\text{acres}} \times \frac{\text{units per acre}}{\text{units per acre}} = \frac{\text{max. no. of units}}{\text{max. no. of units}}$$

<p style="text-align: center;"><b>Units per Acre</b> <b>R-1</b> = 8.7 units per acre <b>R-2</b> = 16 units per acre <b>R-3</b> = 22 units per acre</p>
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8. Will a Home Owners Association (HOA) be formed as part of the subdivision and development of the property? No Yes

If yes, please discuss the primary reasons why a HOA is being formed.

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9. Will the proposed subdivision be recorded in phases? No Yes

If yes, please identify which lots will be recorded during each phase and provide a time schedule for the phasing.

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10. Will there be any reciprocal agreements created between the lots within the subdivision for:

- Reciprocal parking?
- Vehicular/Pedestrian access?
- Cross lot drainage?
- Property/Landscape maintenance?

Please discuss the purpose and type of each reciprocal agreement proposed.

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11. Are there any known hazardous materials/substances located within subdivision boundaries?

No            Yes

Please list all appropriate documentation that supports your response and provide copies of this documentation for staff review.

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12. Provide color photographs of the project site and the surrounding properties. Identify the setting of the project site and the existing conditions of the surrounding properties/neighborhood.

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**CERTIFICATION**

**I certify the forgoing responses are true and correct to the best of my knowledge and belief.**

\_\_\_\_\_ **Print Name**

\_\_\_\_\_ **Signature**

\_\_\_\_\_ **Date**